COMMONWEALTH *of* VIRGINIA

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MEMORANDUM

TO: Information Technology Investment Board

FROM: Lemuel C. Stewart, Jr.
              Chief Information Officer of the Commonwealth

SUBJECT: Request for Approval of the ITRM Policy, Standard, and Guideline for Platform
             Architecture

The above referenced documents are enclosed for your review, with my recommendation for their approval. The Policy requires approval by the Board; however, if no member requests a full Board review within five days of this notice, I will approve Standard and Guideline for publication and distribution, as per the authority you have previously delegated to me.

The policy, standard, and guideline for Platform Architecture provide concise statements of the policies, requirements and best practices for platform usage by Commonwealth agencies. These three documents conform to the policies, requirements and guidance previously approved by the Board as the Platform Architecture Domain Report on March 3, 2004. The purpose of these documents is to provide clear references for vendors and agency staff who need to ensure architectural compliance in procurement requests and contracts.

The policy, standard, and guideline were available on ORCA, the Online Review and Comment Application, for a 30-day review and comment period. The three documents were modified when clarification of statements was requested.

ORCA comments suggesting the need to revisit an architectural designation will be vetted within the platform architecture workgroups that are currently being established, with user agency representation, to consider just such proposals on an ongoing basis. The complex and changing nature of platform architecture requires that each component of that architecture—personal computing, servers, and storage, be reviewed and updated on at least an annual basis. As each component completes that cyclical review, the Board will have the opportunity to review resulting recommended standard/guideline updates, in a manner similar to this submission.

The effective date of the policy will be the date of approval by the Board. The effective dates for the standard and guideline will be March 3, 2004, the date the Board approved the *Platform Domain Report*, which contained the original requirements and best practices that have been repeated in these two documents. Dissemination of each of the three documents will follow their approval.